

Microsoft Office Shortcuts

<i>To show the Tip of the Day when an Office programs starts</i>	Click Help Menu → Show Office Assistant . Right click assistant, click Options , and select the Show the Tip of the Day at Startup check box.
<i>To determine the number of words in a document</i>	Click Tools → Word Count
<i>To navigate up one screen</i>	Press PgUp
<i>To navigate down one screen</i>	Press PgDn
<i>To navigate to the beginning of a document</i>	Press Ctrl + Home
<i>To navigate to the end of a document</i>	Press Ctrl + End

Microsoft Word Shortcuts

<i>To fit a document to one page</i>	Go to File → Print Preview , click on the shrink to fit button. Word will reformat the document to fit on a single page.
<i>To return to the location of the last edit</i>	Press Shift + F5
<i>To look up synonyms in the thesaurus</i>	Select word and press Shift + F7
<i>To change lower case letters to uppercase and vice versa</i>	Select the text. Click Format → Change case .
<i>To see the same document in 2 different views</i>	Click Window → Split and choose the views you want
<i>To insert a tab character in a table cell</i>	Press Ctrl + Tab

PowerPoint Shortcuts

<i>To quickly start a slide show</i>	Press F5
<i>To duplicate a slide</i>	Ctrl + D
<i>To toggle the guides on and off</i>	Alt + F9

Microsoft Excel Shortcuts

<i>Instead of using the AutoSum button</i>	Press Alt + =
<i>To enter the current date in a cell</i>	Press Ctrl + ;
<i>To switch to the next workbook window when more than one workbook window is open</i>	Press Ctrl+ F6

Internet Explorer Shortcuts

<i>To open a hyperlink in a new window</i>	Press Shift when you click on the link.
<i>To automatically enter www and .com</i>	Enter any string of characters in the address bar and then press Ctrl + Enter .
<i>To use IE as a file manager tool</i>	Type C: in the address bar, then hit Enter.
<i>To quickly search through text on an IE page</i>	Press Ctrl + F . You will be given a window which allows you to type a word or phrase.
<i>To create a shortcut on the Desktop to a webpage</i>	Right click on an empty part of the webpage and select Create Shortcut.
<i>To save an image from a website</i>	Right click the image and select Save Picture As.
<i>To toggle the Favorites pane window on and off</i>	Press Control + I
<i>To bookmark the currently loaded page as a Favorite</i>	Press Control + D
<i>Go to your home page</i>	Press Alt + Home
<i>To refresh the currently loaded page</i>	Press F5

Windows XP Shortcuts

<i>To close multiple windows</i>	Right Click on application name in taskbar and select Close Group .
<i>To quickly make a selection</i>	Click twice to select a single word, three times to select a sentence and four times to select an entire paragraph.
<i>To navigate through folders</i>	Use your Backspace key to jump quickly to the level above the current one.
<i>To open or select multiple grouped files</i>	Select a file and hold down the Shift key. You can continue to select a number of grouped files at once.
<i>To open or select multiple files</i>	Select a file and hold down the Ctrl key. You can continue to select a number of files at once.
<i>To make a backup of a file</i>	Highlight the file and press Ctrl + C , then Ctrl + V . This will create a copy of the file with the prefix "Copy of" in the same folder.
<i>To hide the taskbar</i>	Right click on an empty spot on the taskbar, click properties and check Auto-hide the taskbar box.
<i>To change or specify your default printer</i>	Go to Start→Control Panel . Double click on Printers and Faxes . Right click on the desired printer and select Set as Default Printer . A check mark will appear next to the printer icon.